



**Community Development**  
10000 Centennial Parkway  
Sandy, Utah 84070  
Telephone # (801) 568-7250  
Facsimile # (801) 568-7278

# Site Plan Review Procedure

(For all Commercial, Industrial, Mixed Use, and Multi-Family Developments)

Revised Feb 2011

DEVELOPER IS TO USE THIS CHECKLIST AS A REFERENCE THROUGHOUT THE REVIEW AND APPROVAL PROCESS

## Initial Steps Prior to Application

- ☐ **Information Contact** and/or Initial Review with Planning Staff
- ☐ **Development Committee Meeting** (if desired or required by Staff)
- ☐ **Meeting with Community Council** (if required by Staff)
  - ☐ Contact Marsha Millett (801-568-7114) for the specific Community Council contact person for your project.
  - ☐ Written response to Staff from Community Coordinator.
- ☐ **Architectural Review Committee Submittal Requirements** (if development is in Auto Mall or CBD Zones)
  - ☐ Eight (8) copies (24"x 36" format) of all Exterior Architectural Building Elevations consistent with Preliminary Review requested information.
  - ☐ One color board of all colors and materials proposed to be used on building.
  - ☐ Eight (8) copies (24"x 36" format) site plan consistent with Preliminary Review requested information.
- ☐ **Conceptual Review** by Planning Commission (for Mixed Used and PUD Projects only)
- ☐ **Planning Commission Preliminary Review Determination**
  - ☐ If Planning Commission review is not required, skip Step 2, "Planning Commission Preliminary Review"

## Site Plan Review Process

NOTE: Step numbers 1 - 6 denote the same process numbers on the "**Site Plan Review Flowchart**".

### **1. PRELIMINARY SITE PLAN REVIEW BY STAFF**

NOTE: Applications and plans will not be accepted unless the submittal is complete and turned in prior to the deadline for scheduling on the next Planning Commission agenda (if required). The Planning Commission cannot give this information a fair review when it is submitted at the last minute or at the meeting.

#### **Preliminary Site Plan Review Process**

The following is a basic outline of the Preliminary Review Process you must follow:

- I. The Planning staff circulates the site plans to the reviewing departments and agencies (except South Valley Water Reclamation) and will act as the liaison between the reviewing departments and the developer.
- II. Upon receipt of the information required below, the Departments shall review the Preliminary Site Plan and either approve the plan as submitted or submit comments and corrections in writing or illustrated on the plans showing required modifications to the plans.
- III. Once all Preliminary comments have been received by the Planning staff from all departments, the Planning staff will transmit all reviews and corrections to the developer as one packet. The developer is responsible to see that all comments and corrections are addressed prior to submitting the final site plans for Final Review and Approval.
- IV. Any specific public improvement requirements set forth shall constitute a general standard or guideline for the purposes of Preliminary Review. Upon a proper factual showing by a property owner, such requirements may be reduced consistent with a reasonableness standard. The determination of the reasonable amount of public improvements to be dedicated, installed or upgraded shall be made by the Community Development Director, upon consultation with the Development Committee, based upon a finding that:
  - (A) There is a rational relationship between the required improvements and the anticipated needs of the community taking into account the immediate and direct impact of the proposed change and the long-term impact of the change on necessary services and facilities in the affected geographical area; and
  - (B) The cost of public improvements do not require property owners to bear more than their equitable share of the capital costs in relation to the benefits conferred. The City may enter into short-term deferral agreements with property owners in order to improve the equitable apportionment of expenditure burdens for such improvements.

## Preliminary Site Plan Review Submittal Requirements:

- ☐ Payment of *non-refundable* **Application Fee** (contact the planning department for the amount)
- ☐ Completed Site Plan Review/Planning Commission **Application Form**.
- ☐ **Development Schedule** (including phasing).
- ☐ **Names and addresses of property owners** within 300 feet of proposed project on mailing labels (when required by Staff). Available from the Salt Lake County Records Office at: 2001 S. State St., Government Center, North Building, Room 1600, Salt Lake City, UT. (Take the Sandy City Application Form with you.)
- ☐ **Property Plat of area to be developed** available from the Salt Lake County Records Office at: 2001 South State Street, Government Center, North Building, Room 1600, Salt Lake City, UT.
- ☐ Prepared **Submittal Packets** for each department as indicated on the attached "**SITE PLAN REVIEW - Preliminary Submittal**" forms. Provide a **complete set of electronic plans (PDF)** to the assigned planner. Each plan must be in 24" x 36" format and the following plans must include the following details:
  - ☐ **Site Plan** - showing all of the following information:
    - ☐ Site Plan drawn to a scale of no smaller than 1" = 30' (use the attached "Sample Site Plan" for example of information required) AND STAMPED, DATED AND SIGNED BY AN ARCHITECT OR ENGINEER LICENSED IN THE STATE OF UTAH (required by Utah State Law).
    - ☐ North arrow.
    - ☐ Scale of drawing.
    - ☐ Legend of line-types, symbols and hatches.
    - ☐ Vicinity Map (reduced to scale).
    - ☐ All existing and proposed improvements (shown in distinctly different line types):
      - ☐ Above-ground structures (buildings, monument signs, fences, walls, etc.).
      - ☐ Surface improvements (curb and gutter, asphalt, sidewalks, trails, etc.).
    - ☐ Curb ramps, accessible parking spaces, access aisles, and accessible routes as required by the latest edition of the ADA Accessibility Guidelines.
    - ☐ Off-street parking plan showing circulation, number and size of spaces and compliance with all City requirements.
    - ☐ Dimensions:
      - ☐ Building set-backs.
      - ☐ Widths of drive approaches, drive lanes, sidewalks, trails, accessible routes.
      - ☐ Width and length of parking stalls and ADA access aisles.
      - ☐ Widths of adjacent roads (to road centerline).
    - ☐ Location of all existing roads and drive approaches adjacent to and across from project.
    - ☐ Location and dimension of adjacent property, buildings and parking facilities (and/or conceptual plans for subsequent phases).
    - ☐ Location and function of loading and servicing facilities.
    - ☐ Location of all landscape areas.
    - ☐ Proposed monument signs (if known).
    - ☐ Type & height of all fencing (show grades on both sides of fences).
    - ☐ Show required visibility triangles at all intersections and driveways.
    - ☐ Current name, address, phone number, and fax number of primary contact of the developer.
    - ☐ Metes and bounds description, with acreage, of the total site that is to be developed, with an indication of present and proposed ownership.
    - ☐ Current Zoning of property.
    - ☐ Type of Construction (Type I-V).
    - ☐ Building code that the proposed building is to be designed under.
    - ☐ The occupancy of the proposed building.
    - ☐ Building height, number of stories (including basement) and square footage must be specified.
    - ☐ Proposed land use(s).
    - ☐ Sufficient information relative to land areas adjacent to the proposed development to indicate land uses, zoning classifications, transportation circulation systems, public facilities and unique natural features of the landscape.
  - ☐ Provide the following statistical information on the site plan:
    - ☐ Gross Acreage of Total Project and acreage of phases (if applicable).
    - ☐ Square footage of all individual buildings (with a breakdown of the square footage of each intended use in each individual building and number of residential units).
    - ☐ Building Coverage (percentage of overall site).
    - ☐ Hard surface (asphalt, concrete) coverage (sq. ft. and percentage of overall site).
    - ☐ Landscaping Statistics:
      - ☐ Sq. ft. and percentage of overall site.
      - ☐ Percentage of parking lot and driveway area in landscaping.
    - ☐ Open space percentage (of overall site).
    - ☐ Number of parking spaces required (with ratios).
    - ☐ Number of parking spaces provided.

### **Preliminary Site Plan Review Submittal Requirements (continued):**

- ☐ **Water Conservation Landscaping & Irrigation Plan** (*Irrigation Plan is required for Final Submittal Only*) - showing all of the following information:
    - NOTE: FOR FURTHER INFORMATION SEE THE WATER EFFICIENT LANDSCAPE ORDINANCE CHECKLIST, LANDSCAPE WATER ALLOWANCE WORKSHEET, PROJECT DATA SHEET, AND COMPLETION OF WATER AUDIT FORMS ATTACHED HERETO.**
    - ☐ Include location of existing trees on the site and berming of the front landscaped area.
    - ☐ Plans must conform to requirements found in Chapter 15-07, Landscaping Standards, Sandy City Development Code.
    - ☐ Plans must be stamped, signed and dated by a Landscape Architect licensed in the State of Utah or designer approved by Sandy City Public Utilities Department.
  - ☐ **Storm Water Pollution Prevention Plan** (*if project is over 1 acre*) - showing all of the following information:
    - ☐ Follow all the State mandates and requirements for this plan.
  - ☐ **Grading and Drainage Plan** - showing all of the following information:
    - ☐ Provide existing and proposed contours at 2 foot intervals.
    - ☐ The existing contours shall extend a minimum of 25 feet beyond the property line.
    - ☐ Also include any water course, storm drain pipe sizes, slopes and elevations, flood plains, unique natural features, natural hazards, proposed building finished floor elevation, etc.**NOTE: Front landscape areas cannot be used for the retention/detention of storm water.**
  - ☐ **Utility Plan** - showing all of the following information:
    - ☐ Underground utilities.
    - ☐ Street lights, fire hydrants, utility boxes.
    - ☐ Overhead utilities.
    - ☐ Location of all existing and proposed utility systems including sanitary systems, storm sewers, water, electric, gas, and telephone lines.
    - ☐ Location of all existing and proposed street lights.
  - ☐ **Exterior Architectural Building Elevations** - showing all of the following information:
    - ☐ Architectural drawings shall be drawn to a scale of no smaller than 1/8" = one foot.
    - ☐ Indicate all colors and building materials to be used on each elevation.
    - ☐ Include all proposed building wall signs (if known).
    - ☐ Said elevations or renderings must be sufficiently complete to show building heights and roof lines, the location and height of any walls, signs, light standards, openings in the facade, and the general architectural character of the building.
  - ☐ **Road Plan & Profile Plan** - showing all of the following information:
    - ☐ Existing and proposed grades.
    - ☐ Existing improvements (curb and gutter or asphalt) to which the proposed improvements will connect, for a minimum of 100 linear feet in each applicable direction.
    - ☐ Slope of proposed and existing improvements.
  - ☐ **Floor Plan** - showing all of the following information:
    - ☐ Hallways.
    - ☐ Stairs.
    - ☐ Restrooms.
    - ☐ Common Areas.
  - ☐ **Lighting Plan and Photometrics** - showing all of the following information:
    - ☐ Parking and Exterior light levels.
    - ☐ Lighting at building entrances.
    - ☐ Lighting in common exterior areas.
  - ☐ **Other information deemed necessary** by Planning, Public Works, Public Utilities, Fire, Police
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### **Preliminary Comments and Corrections sent to Staff from:**

- ☐ **Planning Division** - Doug Wheelwright (801-568-7255) or Mike Wilcox (801-568-7261)
  - Development Code Requirements
- ☐ **Fire Department** - Robert DeKorver (801-568-2945)
  - Fire Department Requirements
- ☐ **Parks and Recreation Department** - Dan Medina (801-568-2911)
  - Trails Requirements

## **Preliminary Site Plan Review Submittal Requirements (continued):**

- Public Works Department -
  - City Engineer - Mike Gladbach (801-568-2968)
    - Development Coordinator - Dave Poulsen (801-568-6058) or Jennifer Ford (801-568-6047)
    - Engineering Requirements Letter
  - Transportation Engineer - Ryan Kump (801-568-2962)
    - Traffic and Road Requirements
- Public Utilities Department -
  - Engineering Manager - Rod Sorensen: (801-568-7297)
    - Engineer - Lennie Chanthaphuang (801-568-7293)
    - Water, Flood Control/Drainage, Underground Power, Street Lighting, SWPPP
  - Conservation Coordinator - Kim Singleton (801-568-6087)
    - Landscaping & Irrigation Plan (water conservation & efficiency) Requirements
- Police Department - Duff Astin (801-568-7179)
  - Security and CPTED concerns and comments
- Building & Safety Division - Scott Marsell (801-568-7263)
  - Site and Accessibility for the Handicapped (ADA Requirements)
- Sewer District - One of four sewer districts in Sandy City (see attached Utility Company Contact Sheet)
  - Sufficient capacity and placement to accommodate the development.
- South Valley Water Reclamation Facility - Norris Palmer (801-495-5446)
  - Approval required from SVWRF for all Sewer Districts except Cottonwood Improvement District.

## **2. PLANNING COMMISSION PRELIMINARY REVIEW** (if required)

**NOTE: If Planning Commission review is not required, please skip to step number 3.**

Upon receipt of all reviews from the various City departments and other agencies, the developer shall revise the site plan (if changes are necessary) and resubmit for review by the Planning Commission.

### **Planning Commission Submittal Requirements:**

- Preliminary Site Plan: Ten (10) copies 11" x 17" format, one (1) copy on 8.5" x 11" format, and two (2) copies 24" x 36" format.
- Architectural Building Elevations - 4 sides of building (if required): Ten (10) copies 11" x 17" format and two (2) copies 24" x 36" format.
- Preliminary Landscape Plan (if required): Ten (10) copies 11" x 17" format and two (2) copies 24" x 36" format.
- Electronic copies (PDF) of all the above mentioned documents.
- One color board of all colors and materials proposed to be used on building. (if colors and materials are to be reviewed by the Planning Commission)
- Other information that may be determined necessary for the review by the Planning Commission.

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## **3. FINAL SITE PLAN REVIEW**

The final site plan shall be reviewed by the City Departments and other agencies to determine its completeness and compliance with the Preliminary Site Plan. The final plan shall include all of the information required by the Planning Commission and the other reviewing departments and agencies. The following steps must be followed for a complete final submittal.

**A. Redline Review Meeting.** This meeting typically occurs the Wednesday following the Planning Commission meeting. Contact your assigned Planner to verify the time and date of this meeting. It is mandatory that the developer, their architect, landscape architect, and civil engineer meet with City Staff to review the Planning Commission conditions of approval, the memorandums, letters and redlined drawings that resulted from the preliminary review. **This is an opportunity for the developer to clarify Staff's comments and to work out any conflicting requirements from the various City departments.** This is all in an effort to save the developer, and City Staff, time by eliminating misunderstandings which may cause delays in the approval of the project.

**B. Final Review Submittal Requirements.** (Must include all items in Preliminary Review listed above.) After addressing all memorandums, letters and drawing redlines that resulted from the preliminary reviews by the various City departments, submit the following:

- Prepared **Submittal Packets** for each department as indicated on the attached **"SITE PLAN REVIEW - Final Submittal"** form. Each plan must be in 24" x 36" format and adhere to the required details (listed above in the Preliminary Site Plan Requirements) for each plan and any other requirements from the Planning Commission or other City Departments. Provide electronic copies (PDF) of all plans to the assigned planner.

## Final Site Plan Review Submittal Requirements (continued):

### Final Comments and Corrections sent to Staff from:

- Planning Division - Doug Wheelwright (801-568-7255) or Mike Wilcox (801-568-7261)
  - Development Code Requirements
- Fire Department - Robert DeKorver (801-568-2945)
  - Fire Department Requirements
- Parks and Recreation Department - Dan Medina (801-568-2911)
  - Trails Requirements
- Public Works Department -
  - City Engineer - Mike Gladbach (801-568-2968)
    - Development Coordinator - Dave Poulsen (801-568-6058) or Jennifer Ford (801-568-6047)
    - Engineering Requirements Letter
  - Transportation Engineer - Ryan Kump (801-568-2962)
    - Traffic and Road Requirements
- Public Utilities Department -
  - Engineering Manager - Rod Sorensen: (801-568-7297)
    - Engineer - Lennie Chanthaphuang (801-568-7293)
      - Water, Flood Control/Drainage, Underground Power, Street Lighting, SWPPP
  - Conservation Coordinator - Kim Singleton (801-568-6087)
    - Landscaping & Irrigation Plan (water conservation & efficiency) Requirements
- Police Department - Duff Astin (801-568-7179)
  - Security and CPTED concerns and comments
- Building & Safety Division - Scott Marsell (801-568-7263)
  - Site and Accessibility for the Handicapped (ADA Requirements)
- Sewer District - One of four sewer districts in Sandy City (see attached Utility Company Contact Sheet)
  - Sufficient capacity and placement to accommodate the development.
- South Valley Water Reclamation Facility - Norris Palmer: 801-495-5446
  - Approval required from SVWRF for all Sewer Districts except Cottonwood Improvement District.

### C. Final Review Submittal Requirements

- To insure that all corrections have been made before Final Site Plan Approval is submitted, the developer has the **OPTION (or as required by Staff)** to submit four (4) final sets (including site, landscaping, irrigation, and any civil drawings as specified by Engineering Departments) to be reviewed by Public Works, Public Utilities, Building & Safety and Planning *prior* to the final eight (8) sets being submitted for final site plan approval (see step 5 below).

## 4. DEVELOPER INITIATES BUILDING PERMIT PROCESS (Submit Building Plans to Building Division For Plan Check). *This process can be started simultaneously with the Final Site Plan Review process, if the developer desires.*

### Building Plan submittal requirements:

- Two (2) **complete** sets of Building Plans (the complete sets shall include a **site plan**, architectural, structural, mechanical, electrical & plumbing plans) along with Structural Calculations. and Specifications.
- Building Permit application.
- Plan Check Fee (amount to be determined by the Building & Safety Division).
- The Building Division checks one set of complete building plans for compliance with Building Codes.
- Building Division corrections returned to developer for revisions.
- The Planning Division checks one set of complete building plans for compliance with Development Code and Planning Commission conditions (if applicable).
- Developer to pick up plan corrections at Planning Division Counter.

## 5. FINAL SITE PLAN APPROVALS (Upon completion of Final Site Plan Review by the above departments)

### Final Approval submittal requirements:

- **Eight (8) Final sets** of the **Final Site Plan** (stamped, signed & dated by an engineer or architect licensed in the state of Utah), **Water Conservation Landscape & Irrigation Plan** (stamped, signed & dated by a landscape architect licensed in the state of Utah) **and all Civil Drawings** as needed by Engineering Departments (stamped, signed and dated by an engineer or architect licensed in the state of Utah) addressing all requirements by all departments (**no redlines are allowed on final signed plans**).
- **Electronic copies (PDF)** of all the above mentioned documents.

### Final Approved Plan sets signed by:

- Sandy City Engineer: Mike Gladbach
- Sandy City Transportation Engineer: Ryan Kump
- Chief Engineer, Public Utilities Dept.: Rod Sorensen or Dan Woodbury

## Final Site Plan Approval Process (continued):

- ☐ Community Development Director: Mike Coulam
- ☐ Planner handling project: Doug Wheelwright or Mike Wilcox
- ☐ **A representative of the entity that is posting the guarantee for improvements ("bond") signs the eight (8) sets of approved plans, two (2) sets of the Agreement to Conditions (provided by Planning Staff) (which includes Approval Letters from all of the required agencies), and the Improvement Agreement (provided by the Public Works Department).**
- ☐ **Developer submits Signed Improvement Guarantee (Bond)** that is accepted by Sandy City (use one of the three listed below):
  1. Escrow Bond (Bank or Savings & Loan).
  2. Irrevocable Letter of Credit (Bank or Savings & Loan).
  3. Cash Bond (Cashier's Check).
- ☐ **Developer Pays Final Development Fees** - (according to the adopted Sandy City Fee Schedule that is current on the day the developer pays).

## 6. BUILDING PERMIT PROCESS

- ☐ Building & Safety Division review of building plans completed.
- ☐ Planning Division review of building plans completed.
- ☐ Developer submits 2 complete revised sets of building plans .  
**(2 sets of revised sheets to replace corrected sheets are also acceptable).** The developer will be responsible to collate all sheets into the final plans.
- ☐ Building permit issued.
- ☐ **Construction may begin.**

## 7. OBTAINING FINAL OCCUPANCY

- ☐ Developer/Contractor responsible to call for all required Building Inspections on the project.
- ☐ Developer/Contractor responsible to obtain all required signatures on the "**Commercial Inspection Checklist**" (provided by the City Building Inspector assigned to your project) prior to occupancy being granted by the Building and Safety Division.
- ☐ Developer/Business owner responsible to file Business License application 30 days prior to anticipated occupancy.
- ☐ Developer/Business owner responsible to obtain Sign Permits prior to sign installation.

## 8. IMPROVEMENT GUARANTEE (BOND) RELEASES

It is the responsibility of the developer/contractor to request the initial bond release for the development by contacting Karlee Jensen at 801-568-7271. **100% of work listed on a "City Engineer's Estimate" MUST be completed prior to the performance of initial bond release inspections.**

- ☐ Initial bond release (10% held for one year after Initial amount is released by Sandy City).

It is the responsibility of the developer/contractor to request the final 10% bond release for the development one year from the date the initial bond release is signed by Sandy City by contacting Karlee Jensen at 801-568-7271. **100% of correction work must be completed prior to requesting the final 10% bond release.**

- ☐ Final 10% bond release.

**NOTE: Bond release inspections regarding the landscaping portion of the bond will only be conducted during the growing season, May 1 to October 31. If snow is on the ground prior to or past these dates, the inspection may be delayed.**

## Disclaimer:

**The above information is an abridged version of the Sandy City Site Plan Review Process as stated in the Sandy City Development Code. This information is for the benefit of the developer in order to help the developer follow the review and approval process for your project. The above list does not release the developer from the responsibility of reading and following all provisions listed in the Development Review Process Section of the latest edition of the Sandy City Development Code.**



# Community Development Department

Tom Dolan  
Mayor

Byron Jorgenson  
Chief Administrative Officer

Michael G. Coulam  
Director

## **SITE PLAN REVIEW INFORMATION SHEET FOR SANITARY SEWER IMPROVEMENT DISTRICTS SERVING SANDY CITY.**

**Sandy City does not provide sanitary sewer collection or waste water treatment as part of the City Public Utilities Department.** There are four different sewer (collection) special improvement districts which service the various portions of Sandy City. The Planning Staff will assist you in determining the proper sewer improvement district service area in which the site is located. Contact information for these improvement districts is located in the packet of information attached, however, Sandy City staff will forward your plans to the appropriate sewer improvement district and receive the districts approval letters and any conditions or requirements directly from the district.

In addition to the four sewer (collection) improvement districts, the South Valley Water Reclamation Facility **provides waste water treatment services** for three of the four sewer improvement districts, the exception being the Cottonwood Sewer Improvement District. The South Valley Water Reclamation Facility (SVWRF) **requires the completion of its own application, a pre-treatment determination questionnaire, submittal of required plans and collection of a fee for plan review.** Fee schedules, forms and detailed information can be obtained at SVWRF's web site, [www.svwwater.com](http://www.svwwater.com), and clicking the "pre-treatment" tab, then clicking the "pre-treatment forms" tab and then selecting "Commercial and Industrial Waste Water Questionnaire". SVWRF's office is located at 7495 South 1300 West, West Jordan, Utah 84084, attention Pre-treatment Division, (801) 566-7711.

Upon application to Sandy City for Site Plan Review, the Sandy City Planning Staff will notify SVWRF in writing that an application has been filed with Sandy City for a Site Plan Review at a particular location, and will provide basic project contact information to SVWRF for its information, **but will not forward plans directly to SVWRF.**

The developer or the project representative is responsible to obtain SVWRF's forms and Questionnaire, and deliver these completed documents, together with the required plans, and pay the review fee directly to SVWRF at its office. A letter of approval and requirements from SVWRF is required to be delivered to the Sandy City Planning Division prior to its determination of approval of the Final Site Plan for the submitted new development project.

## UTILITY COMPANIES

(Updated 4/20/10 by JF)

To build within public utility easement in Sandy City you will need to obtain letters from the following utilities. The letter must consent to the encroachment of your proposed structure within the utility easement.

ALWAYS CALL BLUESTAKES BEFORE DIGGING FOR ANY PROJECT:

BLUE STAKES  
(801) 208-2100

- 1) **QUESTAR GAS**  
1140 West 200 South, OC 130  
Salt Lake City, Utah 84145  
Easements only call →

**Contact Persons:**  
Bonnie Ziemski (801) 324-3448  
FAX# (801) 324-3969  
Daryn Christiansen (801) 324-3149

- 2) **ROCKY MOUNTAIN POWER**  
12840 Pony Express Road  
Draper, Utah 84020-9273

**Contact Persons:**  
1-800-469-3981 – Builders Hotline  
FAX# (801) 576-6232

- 3) **COMCAST CABLE**  
1350 East Miller Ave  
Salt Lake City, Utah 84106

**Contact Persons:**  
Heidi Hawkey (801) 401-3023  
FAX# (801) 255-2711

- 4) **QWEST COMMUNICATIONS**  
1425 West 3100 South  
Salt Lake City, Utah 84119

**Contact Persons:**  
Merilee Richards (801) 974-8112

- 5) **SANDY CITY**  
Drainage, Irrigation, Water  
Street Lights & Underground Power

**Contact Persons**  
Rod Sorenson (801) 568-7297  
Chief Engineer  
FAX# (801) 568-7277

- 6) **SEWER DISTRICTS**  
*Midvalley Improvement District*  
PO Box 145  
Midvale, Utah 84047

**(Appropriate Districts)**  
Marc Jones  
(801) 255-7321

*Sandy Suburban Improvement District*  
8855 South 700 West  
Sandy, Utah 84070

Shelby Romero  
(801) 561-7662

*Cottonwood Sewer Improvement*  
8620 South Highland Drive  
Sandy, Utah 84093

Gregory Neff  
(801) 943-7671

*South Valley Sewer District*  
874 East 12400 South  
Draper, Utah 84020

Sue Tuminski or Mike Forester  
(801) 571-1166

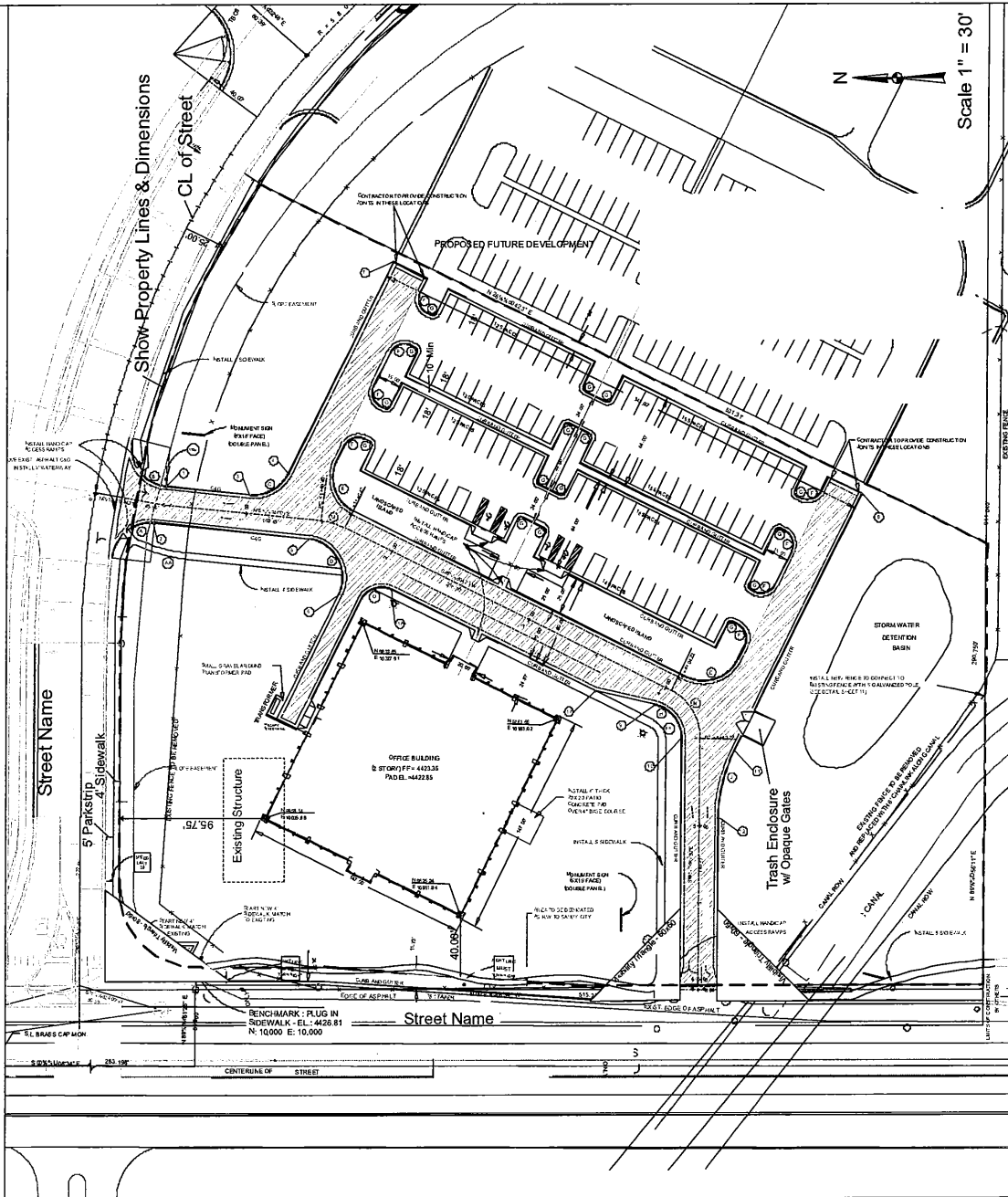


# Sample Site Plan as Required by Sandy City

## Site Plans

Must be drawn on 24" x 36" format and include the following information:

- Drawn to a scale of no smaller than 1" = 30' & STAMPED BY A LICENSED ARCHITECT or ENGINEER (as required by Utah State Law).
- Current name, address and phone number and fax number of applicant.
- Complete meets and bounds legal description of the total site and acreage with an indication of present and proposed ownership.
- PROVIDE THE FOLLOWING STATISTICAL INFORMATION (on the site plan):
  - Gross Acreage of Total Project and acreage of phases (if applicable)
  - Square footage of all individual buildings (with square feet of intended uses in each building)
  - Building coverage %
  - Parking spaces required (with ratios)
  - Parking spaces provided
  - Asphalt Coverage (square feet & percentage)
  - Landscaping (square feet and overall % of project)
  - Percentage of asphalt area in landscaping (minimum of 5% req.)
  - Open space %
- Zoning of property
- Proposed land use(s)
- Type of Construction
- Complete dimensions of site and on all items on site the plan as well as all lot line and dimensions (site plan will not be accepted without dimensions).
  - Location, number and size of existing and proposed buildings and structures (including any signs).
  - Off-street parking plan showing circulation, number and size of spaces and compliance with all City requirements.
  - Vehicular and pedestrian circulation—ingress, egress, and internal movement.
  - Location, width and names of abutting streets. Show centerlines of adjacent roads to scale on the plan. Any required road dedications must also be shown on the site plan.
  - Location of all existing and proposed curbs, gutters, sidewalks, drive approaches (including those across the street from project), and fire hydrants.
  - Existing and proposed utility systems including sanitary sewers, storm sewers, water, electric, gas and telephone lines.
  - Location of existing and proposed street lights.
  - Location and dimension of abutting property, buildings and parking facilities (and/or conceptual plans for subsequent phases).
  - Location and function of loading and servicing facilities.
  - Drainage flows.
  - Location of all landscape areas.
  - Type & height of all fencing (show grades on both sides of fences).
  - Show visibility triangles at all intersections and driveways.
  - Vicinity Map (reduced to scale).
  - North arrow



**SANDY CITY PLANNING**  
10000 Centennial Parkway  
Sandy, Utah 84070



**Community Development**  
10000 Centennial Parkway  
Sandy, Utah 84070  
Telephone # (801) 568-7250  
Facsimile # (801) 568-7278

# General Development Application

Revised Feb 2011

*For staff use only*

File/Case Number: \_\_\_\_\_ Date Filed: \_\_\_\_\_

Fee: \_\_\_\_\_ Receipt# \_\_\_\_\_ Assigned Planner: \_\_\_\_\_

## Type of Request *(mark all that apply)*

<input type="checkbox"/>	Site Plan Review
<input type="checkbox"/>	Code Amendment
<input type="checkbox"/>	Annexation
<input type="checkbox"/>	General Plan Amendment
<input type="checkbox"/>	Street Vacation/Closure

<input type="checkbox"/>	Subdivision
<input type="checkbox"/>	Sign Review/Appeal
<input type="checkbox"/>	Rezoning of Property
<input type="checkbox"/>	Conditional Use Permit
<input type="checkbox"/>	Special Exception

Provide a brief summary of the proposed action/development:

## Project Information

Name of Proposed Project: \_\_\_\_\_ Address: \_\_\_\_\_

Parcel Tax I.D. Number(s): \_\_\_\_\_ Acreage: \_\_\_\_\_

## Applicant Information

Name: \_\_\_\_\_ Company: \_\_\_\_\_

Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

Phone #'s: Primary: \_\_\_\_\_ Cell: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Project Contact Information *(if different from applicant)* **NOTE: This person will be staff's ONLY contact for the Review Process.**

Name: \_\_\_\_\_ Company: \_\_\_\_\_

Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

Phone #'s: Primary: \_\_\_\_\_ Cell: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Property Owner Information *(if different than applicant)*

Name: \_\_\_\_\_

Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

Phone #'s: Primary: \_\_\_\_\_ Cell: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Project Staff/Additional Contacts

### Developer:

Name: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

Phone #'s: Primary: \_\_\_\_\_ Cell: \_\_\_\_\_ Fax: \_\_\_\_\_

### Engineer:

Name: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

Phone #'s: Primary: \_\_\_\_\_ Cell: \_\_\_\_\_ Fax: \_\_\_\_\_

### Planner:

Name: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

Phone #'s: Primary: \_\_\_\_\_ Cell: \_\_\_\_\_ Fax: \_\_\_\_\_

### Architect:

Name: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

Phone #'s: Primary: \_\_\_\_\_ Cell: \_\_\_\_\_ Fax: \_\_\_\_\_

### Other:

Name: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

Phone #'s: Primary: \_\_\_\_\_ Cell: \_\_\_\_\_ Fax: \_\_\_\_\_

### Other:

Name: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

Phone #'s: Primary: \_\_\_\_\_ Cell: \_\_\_\_\_ Fax: \_\_\_\_\_

**Note: The Planning Commission normally meets on the first and third Thursdays of the month. Applicants will be notified of changes in meetings and meeting times. The Planning Division will not officially accept a submittal until the conditions and necessary parts of each application procedure are completed.**

**Community Development**

10000 Centennial Parkway

Sandy, Utah 84070

Telephone # (801) 568-7250

Facsimile # (801) 568-7278

**SITE PLAN REVIEW*****Preliminary Submittal***

For Staff Use Only

Project Name: \_\_\_\_\_

Complete Submittal ☐

File Number: \_\_\_\_\_

Development Application ☐

Date Received: \_\_\_\_\_

PC Required

Yes No

☐ ☐Application Fee: \_\_\_\_\_ Paid ☐

By Whom: \_\_\_\_\_

Electronic Document Submittal ☐**Items Needed for Preliminary Submittal**

The Applicant must prepare individual packets for review by each department. Each packet must include the minimum required plans as indicated below.

**Planning:**Site Plan ☐Grading & Drainage Plan ☐Landscape Plan ☐Architectural Building Elevations ☐Floor Plan ☐Notes/Details *(as pertaining to the above plans)* ☐**Building & Safety:**Site Plan *(bldg. const. type I-V must be specified)* ☐Grading & Drainage Plan ☐Architectural Building Elevations ☐Floor Plan ☐Notes/Details *(specifically ADA items)* ☐**Fire Department:**Site Plan *(bldg. const. type I-V must be specified)* ☐Utility Plan *(showing all fire hydrants)* ☐Architectural Building Elevations ☐**Parks & Recreation:**Site Plan ☐Landscape Plan *(if affects city maintenance)* ☐Floor Plan *(Senior Housing Only)* ☐**Sewer District:**Utility Plan **and** Plan & Profiles ☐**Police Department:**Site Plan ☐Architectural Building Elevations ☐Lighting Plan & Photometrics ☐Floor Plan ☐**Public Utilities Engineering:**Site Plan ☐Grading & Drainage Plan ☐Utility Plan ☐Road Plan & Profiles ☐Storm Water Pollution Prevention Plan *(if 1 acre +)* ☐Notes/Details *(as pertaining to the above plans)* ☐**Public Utilities Landscaping:**Site Plan ☐Landscape Plan ☐Notes/Details *(as pertaining to the above plans)* ☐**Public Works:**Site Plan ☐Grading & Drainage Plan ☐Utility Plan ☐Road Plan & Profiles ☐Landscape Plan ☐Notes/Details *(as pertaining to the above plans)* ☐

**NOTE:** *Sandy City will only accept applications if each item listed above is received at the time of submittal. Incomplete plans will result in returning them to the applicant.*



**Community Development**  
10000 Centennial Parkway  
Sandy, Utah 84070  
Telephone # (801) 568-7250  
Facsimile # (801) 568-7278

# SITE PLAN REVIEW

## Final Submittal

For Staff Use Only

Project Name: \_\_\_\_\_

File Number: \_\_\_\_\_

Date Received: \_\_\_\_\_

By Whom: \_\_\_\_\_

Complete Submittal ☐

Return of All Redlines ☐

Electronic Document Submittal ☐

### Items Needed for Final Submittal

The Applicant must prepare individual packets for review by each department. Each packet must include the minimum required plans as indicated below. **All Redlines must be returned with this submittal.**

#### Planning:

- Site Plan ☐
- Grading & Drainage Plan ☐
- Landscape Plan ☐
- Architectural Building Elevations ☐
- Floor Plan ☐
- Notes/Details *(as pertaining to the above plans)* ☐

#### Building & Safety:

- Site Plan *(bldg. const. type I-V must be specified)* ☐
- Grading & Drainage Plan ☐
- Architectural Building Elevations ☐
- Floor Plan ☐
- Notes/Details *(as pertaining to the above plans)* ☐

#### Fire Department:

- Site Plan *(bldg. const. type I-V must be specified)* ☐
- Utility Plan *(showing all fire hydrants)* ☐
- Architectural Building Elevations ☐

#### Parks & Recreation:

- Site Plan ☐
- Landscape Plan *(if affects city maintenance)* ☐
- Irrigation Plan *(if affects city maintenance)* ☐
- Floor Plan *(Senior Housing Projects Only)* ☐

#### Sewer District:

- Utility Plan **and** Plan & Profiles ☐

#### Police Department:

- Site Plan ☐
- Architectural Building Elevations ☐
- Lighting Plan & Photometrics ☐
- Floor Plan ☐

#### Public Utilities Engineering:

- Site Plan ☐
- Grading & Drainage Plan ☐
- Utility Plan ☐
- Road Plan & Profiles ☐
- Storm Water Pollution Prevention Plan *(if 1 acre +)* ☐
- Notes/Details *(see PU Preliminary Review Letter)* ☐

#### Public Utilities Landscaping:

- Site Plan ☐
- Landscape Plan ☐
- Irrigation Plan ☐
- Notes/Details *(see PU Preliminary Review Letter)* ☐

#### Public Works:

- Site Plan ☐
- Grading & Drainage Plan ☐
- Utility Plan ☐
- Road Plan & Profiles ☐
- Landscape Plan ☐
- Notes/Details *(see City Engineer Requirements Letter)* ☐

**NOTE:** *Sandy City will only accept applications if each item listed above is received at the time of submittal. Incomplete plans will result in returning them to the applicant.*

**COMMERCIAL/MULTI-FAMILY SITE PLAN REVIEW FEES (FY JULY 2010 - JUNE 2011)****PROJECT INFORMATION:**

NAME:		SPR #:	
ADDRESS:		ACRES:	
DATE:			

**DISCLAIMER:** Fees due and payable are based on the approved Sandy City Fee Schedule currently in place and applicable at the time the Site Plan is finalized and/or a building permit is issued. Fees are subject to change each fiscal year at the discretion of the Sandy City Council. City Treasurer has legal responsibility to interpret the ordinance and review all fees. Therefore, fee schedule may be subject to change prior to final approval.

1.	APPLICATION FEE	Account No.	1-51-314511	
	0-5 acres \$500.00; 5.1-10 acres \$1000.00; 10.1+ acres \$1500.00		Paid:	
				Balance Due
1.	DEVELOPMENT FEE:	Account No.	1-51-314511	\$0.00
	\$1,375.00/acre for 0-5 acres; \$6875.00 for 5 acres + \$500.00/acre over 5 acres; \$9375.00 for 10 acres + \$60.00/acre over 10 acres.			
2.	DEVELOPMENT INSPECTION FEE:	Account No.	1-51-314512	\$0.00
	Commercial/Industrial/Multiple Family - \$457.00/acre			
3.	FLOOD CONTROL BASIN FEE:	Account No.	281-661-3373	\$0.00
	\$4,333.00/acre			
4.	WATER REVIEW FEE:	Account No.	511-650-33714	\$175.00
	Commercial/Industrial - \$175.00; Subdivision - \$175.00; Single Lot - \$55.00			
5.	STORM WATER REVIEW	Account No.	281-661-33714	\$175.00
	Commercial/Industrial - \$175.00; Subdivision - \$175.00; Single Lot - \$55.00			
6.	WATERLINE REIMBURSEMENT FEE:	Account No.	511-650-33715	
	½ the current cost of the 8" portion of the	(size) water main in		
	street.	L. F. @ (1/2 cost = \$8.50/LF) =		\$0.00
7.	STREET & REGULATORY SIGN FEES:	Account No.	1-34-314311	
	sign(s) at	\$185.00	per sign =	\$0.00

**TOTAL (COMMERCIAL/MULTI-FAMILY SITE PLAN REVIEW FEES): \$350.00****COMMERCIAL/MULTI-FAMILY SITE PLAN REVIEW FEES****REVIEWED AND APPROVED:**\_\_\_\_\_  
Arthur D. Hunter, Director of Finance\_\_\_\_\_  
Date

**COMMERCIAL/MULTI-FAMILY IMPACT AND WATER FEES (FY JULY 2010 - JUNE 2011)****PROJECT INFORMATION:**

NAME:		SPR #:	0
ADDRESS:			
DATE:			

1.	PARKS FEE:		Account No.	421-420-3171		
	Bldg. Use:	*		per 1,000 sq. ft.	>>> factor used =	*
2.	TRAILS FEE:		Account No.	422-420-3172		
	Bldg. Use:	Office/Institutional	\$54.00	per 1,000 sq. ft.	>>> factor used =	\$0.00
3.	POLICE FEE:		Account No.	31013-0-3176		
	Bldg. Use:	Office/Institutional	\$89.00	per 1,000 sq. ft.	>>> factor used =	\$0.00
4.	FIRE/EMS FEE:		Account No.	427-220-3177		
	Bldg. Use:	Office/Institutional	\$206.00	per 1,000 sq. ft.	>>> factor used =	\$0.00
5.	WATER CONNECTION FEES:		Account No.	511-650-33711		
		(number of meters)		(size)	(\$ amount per meter)	\$0.00
6.	METER SET FEES**:		Account No.	511-650-33712		
		(number of meters)		(\$ meter universal transmitter)		\$0.00
7.	CONSTRUCTION WATER USE FEE		Account No.	510-650-3181111		
		(number of meters)	\$30.00	(\$ amount per meter)		\$0.00
<b>SUBTOTAL (COMMERCIAL/MULTI-FAMILY IMPACT AND WATER FEES):</b>						<b>\$0.00</b>

**COMMERCIAL/MULTI-FAMILY IMPACT AND WATER FEES****REVIEWED AND APPROVED:**

Arthur D. Hunter, Director of Finance

Date

**COMMERCIAL/MULTI-FAMILY BUILDING PERMIT FEES**

1.	VALUATION:	
2.	BUILDING PERMIT FEE:	
3.	1% STATE SUR CHARGE:	
4.	PLAN CHECK FEE AMOUNT PAID:	
<b>SUBTOTAL (COMMERCIAL/MULTI-FAMILY BUILDING PERMIT FEES):</b>		<b>\$0.00</b>

**COMMERCIAL/MULTI-FAMILY BUILDING PERMIT FEES****REVIEWED AND APPROVED:**

Plans Examiner

Date

**CREDIT FOR FEES PAID [LIST FEE TYPE, DATE, AND RECEIPT # OF FEE(S) PAID, BELOW]:**

Fee:	Date:	Receipt #:	Amnt:
Fee:	Date:	Receipt #:	Amnt:
Fee:	Date:	Receipt #:	Amnt:

**GRAND TOTAL (REMAINING COMMERCIAL/MULTI-FAMILY SITE PLAN REVIEW, IMPACT, WATER, AND BUILDING PERMIT FEES DUE):** **\$350.00**

**Notes:**

\* Not applicable to commercial projects.

\*\* Meters are set by the developer for 1 1/2" and larger meters



**CITY ENGINEER'S ESTIMATE - NUMBER: 1**

Development Name:

Development Address:

SPR#:

Date:

**IMPROVEMENTS TO BE GUARANTEED AT 110% OF ESTIMATED COST:**

	Quantity	Unit	Unit Cost	Extended Cost
<b>1. Roadway Improvements</b>				
Curb & Gutter		linear foot	\$17.00	\$0.00
Drive Approaches (5' Width)		linear foot	\$17.00	\$0.00
Sidewalk		sq. foot	\$3.00	\$0.00
Asphalt Paving, Road Base & Roadway Excavation:				
East of Interstate 15		sq. yard	\$20.00	\$0.00
West of I-15: 4.5" AC, 12" UTB and fabric		sq. yard	\$25.00	\$0.00
<b>2. Survey Monuments</b>		each	\$250.00	\$0.00
<b>3. Survey Rivets</b>		each	\$35.00	\$0.00
<b>4. Street Sign (to be installed by Sandy City)</b>		each	---	---
<b>5. Water System</b>				
12" D.I.P.		linear foot	\$64.00	\$0.00
8" D.I.P.		linear foot	\$47.00	\$0.00
6" D.I.P.		linear foot	\$42.00	\$0.00
Copper Lateral		each	\$2,943.00	\$0.00
6" Fire Hydrant		each	\$4,300.00	\$0.00
Meter Vault		each	\$3,475.00	\$0.00
<b>6. Flood Control</b>				
24" RCP		linear foot	\$66.00	\$0.00
18" RCP		linear foot	\$54.00	\$0.00
15" RCP		linear foot	\$50.00	\$0.00
12" RCP		linear foot	\$47.00	\$0.00
Detention Pond		each	\$7,000.00	\$0.00
Oil/Water Separator		each	\$20,000.00	\$0.00
Inlet Box/Cleanout Manhole		each	\$3,273.00	\$0.00
<b>7. Street Lights</b>				
Residential		each	\$3,000.00	\$0.00
Commercial		each	\$4,500.00	\$0.00
Arterial		each	\$5,500.00	\$0.00
<b>8. Landscaping and Irrigation Systems:</b>				
Landscaping and Irrigation Systems (including Water Efficiency and Backflow Prevention)		sq. foot	*	\$1,000.00
Street Trees		each	\$140.00	\$0.00
Subtotal: Improvement Costs Estimated at 100%				\$1,000.00
Subtotal: Improvement Costs Estimated at 110%				\$1,100.00

**IMPROVEMENTS TO BE GUARANTEED AT 10% OF ESTIMATED COST:**

**NOTE:** The value of the Guarantee for Improvements, guaranteed at 10% of estimated cost, will not be reduced at Initial (90%) Guarantee Release. This amount will be released after the one-year warranty period has been met and Final Approval.

	Quantity	Unit	Unit Cost	Total Cost
<b>1. Roadway/Parking Lot Improvements</b>				
Curb & Gutter		linear foot	\$17.00	\$0.00
Concrete Curbing		linear foot	\$12.00	\$0.00
Sidewalk		sq. foot	\$3.00	\$0.00
Concrete Flatwork		sq. foot	\$3.00	\$0.00
Roadway/Parking Lot Paving		sq. yard	\$13.00	\$0.00
Parking Lot Striping		linear foot	\$0.06	\$0.00
<b>2. Fencing/Walls</b>				
Fence		linear foot	\$15.00	\$0.00
Retaining Walls		linear foot	\$85.00	\$0.00
<b>3. Screening</b>				
Screening		lump sum		\$0.00
Subtotal: Improvement Costs Estimated at 100%				\$0.00
Subtotal: Improvement Costs Estimated at 10%				\$0.00

**OTHER GUARANTEE REQUIREMENTS:**

<b>1. Submittal of "As-Built" Drawings on Disk Prior to 90% Release</b>	<b>\$1,000.00</b>
---	-------------------

(Total: Improvement Cost Estimated at 110% + Improvement Costs Estimated at 10% + Other Guarantee Requirements):

**Total: City Engineer's Estimate - Number: 1** **\$2,100.00**

**NOTE:** In addition to improvements specified in the improvement agreement, other conditions of approval specific to your development must also be completed. Those conditions include, but are not limited to, all of the Sandy City Standard Specifications and Details for Municipal Construction and the General Conditions as conditions of approval; those provided for in the building permit; those required by ordinance, including the Sandy City Standard Specifications and Details for Municipal Construction and the General Conditions for Development; and/or those required by the City Engineer of Sandy City.

**SANDY CITY PLANNING**  
10000 Centennial Parkway  
Sandy, Utah 84070



## Water Efficient Landscape Ordinance Checklist

The following is a step-by-step checklist of the Water Efficient Landscape Ordinance. Included are the documents that need to be submitted, the standards that need to be followed, and the process that needs to be followed. Please conduct a pre-submittal check as plans that are found to be noncompliant will be rejected.

### Material to be submitted

#### Landscape Plant Documentation Package (LPDP)

The L.P.D.P. shall be prepared by a Landscape Architect or a Landscape Designer. The Irrigation Plan must be prepared by an approved Irrigation Designer/Landscape Architect.

Copy of approved LPDP goes to:

- ☐ Property owner or site manager
- ☐ Local retail water purveyor

#### LPDP shall consist of:

##### 1. Project Data Sheet shall consist of:

- ☐ Project name and address
- ☐ Applicant/applicant's agent name, address, phone and fax number
- ☐ Landscape Designer/Architect's name, address, phone and fax number
- ☐ Landscape contractor's name, address, phone and fax number

##### 2. Planting Plan (at scale) shall consist of:

- ☐ Location of all plant materials
- ☐ Legend with botanical and common names and size of plant materials
- ☐ Property lines and street names
- ☐ Existing and proposed buildings, walls, fences, light poles, utilities, paved areas and other site improvements
- ☐ Existing tree and plant materials to be removed or retained
- ☐ Designation of Landscape Zones

##### 3. Irrigation Plan (at same scale as planting plan) shall consist of:

- ☐ Layout of irrigation system
- ☐ Legend summarizing:
  - ☐ Type and size of all components of system
  - ☐ Manufacturer name
  - ☐ Model number
- ☐ Static water pressure in psi at point of connection to the public water supply (Greater than 80 psi must have PRV installed)
- ☐ Flow rate in gallon, per minute for each valve
- ☐ Design operating pressure in psi for each valve
- ☐ Precipitation rate in inches for each valve with sprinklers

Example Irrigation Plan:

VALVE DATA				HYDRAULIC DATA			
#	Size	Sta. #	Head Type	Landscape Zone	Prec. Rate (inch/hr)	GPM	PSI
1	1"	1	Pop-up	Plantings - Shade	1.45	11.51	35
2	1.5"	1	Rotor	Lawn - Sun	2.01	11.05	55
3	1"	1	Drip	Plantings - Drought	0.50	5	20

##### 4. Grading Plan (at same scale as planting plan) shall consist of:

- ☐ Property lines and street names, existing and proposed buildings, walls, fences, utilities, paved areas and other site improvements
- ☐ Existing and finished contour lines and spot elevations as necessary for the proposed site improvements

##### 5. Soils Report

- ☐ Required where irrigated landscape areas consists of grass or similar turf exceeding 33% of overall landscaped area
- ☐ Report shall describe depth, composition, and bulk density of the top soil and subsoil at the site

- ☐ The Planting Plan shall incorporate the recommendations of the Soils Report into the planting specifications
- 6. **Landscape Water Allowance (LWA)**
  - ☐ Is the upper limit of annual applied water for established landscaped area
  - ☐ Formula:  $LWA = ET_0 \times 1.0 \times 0.62 \times A$ 
    - a)  $ET_0$  Reference Evapotranspiration in inches per growing season
    - b) 1.0  $ET_0$  adjust factor, 100% of turf grass  $ET_0$
    - c) 0.62 Conversion
    - d) A Total Irrigated Landscape Area in square feet.
- 7. **Irrigation Schedule**
  - ☐ A monthly irrigation schedule to cover:
    - ☐ Initial 90-day plant establishment period
    - ☐ Typical long-term use period (12 months beyond Establishment Period)
  - ☐ Schedule shall consist of table with the following info for each valve:
    - ☐ Plant type
    - ☐ Irrigation type
    - ☐ Flow rate in gallons per minute
    - ☐ Precipitation rate in inches per hour (Sprinklers only)
    - ☐ Run times in minutes per day
    - ☐ Number of water days per week
    - ☐ Cycle time to avoid run off

## Standards

### Landscape Design Standards

1. **Plant Selection (landscaped areas)**
  - ☐ Plants well-suited to the microclimate and soil conditions at the project site
  - ☐ Plants with similar water needs shall be grouped together as much as possible
  - ☐ For projects located at interface between urban areas and natural open spaces (non-irrigated).
    - ☐ Extra-Drought Tolerant Plants shall be selected that blend with native vegetation and are fire resistant or fire retardant
    - ☐ Plants with low fuel volume or high moisture content shall be emphasized
    - ☐ Plants that accumulate excessive amounts of dead wood/debris shall be avoided
  - ☐ Areas with slopes greater than 30% shall be landscaped with deep-rooting, Water Conserving Plants for erosion control and soil stabilization
  - ☐ Park strip and other landscape areas less than 8 feet wide shall be landscaped with water conserving plants and/or grass only.
2. **Mulch**
  - ☐ All irrigated non-turf areas covered with minimum of 4 inches of Mulch.
  - ☐ Non-porous material shall not be placed under the mulch
3. **Soil Preparation**
  - ☐ Scarifying the soil to a minimum depth of 6 inches
  - ☐ Amending the soil with organic material as per specific recommendations of the Soils Report

### Irrigation Design Standards

1. Follow "Minimum Standards for Efficient Landscape Irrigation System Design and Installation" as specified in the Sandy City Standard Specifications and details for Municipal Construction
2. **Landscape Water Meter (and backflow prevention assembly):**
  - ☐ Must comply with state code
  - ☐ Shall be installed for landscape irrigation system
  - ☐ Shall be separate from the water meter and backflow prevention assembly installed for indoor purposes
  - ☐ The size of meter shall be based on irrigation demand
3. **Pressure Regulation (PR)**
  - ☐ PR valve shall be installed if static service pressure exceeds 80 psi.
  - ☐ The PR valve shall be located either:
    - ☐ Between the landscape water meter and the first point of water use
    - ☐ First point of division in the pipe
  - ☐ PR valve shall be set at manufacturer's recommended pressure for sprinklers

#### **4. Automatic Controller**

- ☐ The Electric automatic controller shall include
  - ☐ Multiple program capabilities
  - ☐ Multiple repeat cycle capabilities
  - ☐ Flexible calendar program
  - ☐ Equipped with automatic Rain Shut-off Device

#### **Irrigation systems on slopes exceeding 30%**

- ☐ System shall consist of either:
  - ☐ Drip Emitters
  - ☐ Bubblers
  - ☐ Sprinklers with maximum Precipitation Rate of 0.85 inches per hour
- ☐ Adjusted sprinkler cycle to eliminate Runoff

#### **Separate valves**

- ☐ Each valve shall irrigate a landscape with similar site, slope and soil conditions and plant material with similar watering needs
- ☐ Turf and non-turf areas shall be irrigated on separate valves.

#### **Drip Emitters or Bubbler for each tree (where practicable)**

- ☐ Bubblers shall not exceed 1.5 gallons per minute per device.
- ☐ Bubblers for trees shall be on a separate valve unless specifically exempted by the Sandy City Public Utilities Department due to limited number of trees on site

#### **Matched Precipitation Rates**

- ☐ Sprinklers shall have matched Precipitation Rates with each control valve

#### **Specialized valves**

- ☐ Check valves shall be required where elevation differences will cause low-head drainage
- ☐ Pressure compensating valves and sprinklers required where significant variation in water pressure will occur within the irrigation system due to elevation differences

#### **Drip Irrigation lines shall be placed underground/otherwise permanently covered, except for:**

- ☐ Drip Emitters
- ☐ Temporary installation
  - ☐ Filters and end flush valves shall be provided as necessary

#### **Overhead sprinklers to operate between 6 p.m. to 10 a.m.**

**Multiple repeat cycles where necessary for reduce runoff, particularly slopes and soils with slow infiltration rates**

#### **Process**

- ☐ Copy of LPDP shall be submitted to the City for review and approval before construction begins
  - ☐ With LPDP, a copy of the Landscape Water Allowance Worksheet shall be completed by a Landscape Designer and submitted to the City.
- ☐ LPDP must be certified by a licensed Landscape Architect/approved Landscape Designer
- ☐ Irrigation Plan must be prepared by an approved Irrigation Designer/Landscape Architect
- ☐ All landscape irrigation systems shall be installed by and Irrigation Contractor
- ☐ All installers, designers, and auditors shall meet state and local license, insurance and bonding requirements.
- ☐ During construction, site inspection of the landscaping may be performed by the City
- ☐ Following construction an inspection shall be scheduled with the PUD to verify compliance with the approved landscape and irrigation plans
- ☐ A Certificate of Substantial Completion as defined in the Sandy City Standard Specification and Details of Municipal Construction manual shall be completed by the property owner, contractor or Landscape Designer/Landscape Architect and submitted to the City
- ☐ Following construction a Water Use Efficiency Review will be conducted by a Landscape Irrigation Auditor.
  - ☐ The auditor must be independent of the contractor, design firm, and owner/developer of the project
  - ☐ The water performance audit will verify that the irrigation system complies with the minimum standards of the ordinance. The Minimum efficiency required:
    - ☐ 60% DU for fixed spray system
    - ☐ 70% DU for rotor systems
  - ☐ The auditor shall furnish a certificate to the city, designer, installer, and owner/developer certifying compliance with the minimum distribution requirements, and an irrigation schedule



## SUBSTANTIAL COMPLETION for INSTALLATION OF IRRIGATION SYSTEM and WATER AUDIT

Project Name: \_\_\_\_\_

Project Address: \_\_\_\_\_

### **IRRIGATION SYSTEM INSTALLATION**

Stamp: \_\_\_\_\_

I/We hereby certify the following: Landscape Architect or Designer has been on site and verified irrigation system has been installed as per Sandy City approved plans, necessary revisions for efficiency of the system as approved by Sandy City Public Utilities and the Landscape Architect will be accepted.

**Installation of Irrigation System as per plans certified by:**

**Landscape Architect/Designer Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Company:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

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### **WATER AUDIT SUBSTANTIAL COMPLETION**

I/We hereby certify the following:

1. A electric automatic controller has been installed along with a **rain shut-off device**.
2. A water Audit has been conducted on the completed landscape.
3. The minimum efficiency requirement of 60% distribution uniformity for all fixed spray systems and 70% distribution uniformity for all rotor heads has been met.
4. A copy of the irrigation schedule has been given to the property owner. The schedule shall cover the initial 90-day plant establishment period and the typical long-term use period. The schedule shall consist of a table with the following information for each valve (irrigation zone):
  - A. Plant type
  - B. Irrigation type
  - C. Distribution Uniformity
  - D. Precipitation rate in inches per hour (sprinklers only)
  - E. Run times
  - F. Irrigation frequency
  - G. Cycle time to avoid runoff (if needed)
5. The automatic controller has been set according to the approved irrigation schedule for the plant establishment period.
6. A **separate landscape meter** has been installed.
7. **4 " minimum of mulch in all irrigated non-turf areas.**

**Water Audit Certified by:**

**Irrigation Auditor Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Company:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

Return form to: Kimberly Singleton, Sandy City Public Utilities, 10000 Centennial Parkway, Sandy, UT 84070  
[ksingleton@sandy.utah.gov](mailto:ksingleton@sandy.utah.gov) or Fax: (801) 568-7277

# Sandy City Site Plan Review Flow Chart

OCTOBER 23, 2001

